



**PARKS AND RECREATION COMMISSION  
Minutes of Regular Meeting of April 4, 2018  
City Council Chambers, One Twin Pines Lane, Belmont, CA**

**CALL TO ORDER: 7:04 PM.**

**ROLL CALL**

Commissioners Present: Block, Bortoli, Cotten, Fox, Hosmer, Michaels, Raddavero, Mittelstadt, Foehr

Commissioners Absent: None

Staff Present: Interim Parks & Recreation Director Schwartz, Office Assistant Clark

Guest: Brigitte Shearer

**PLEDGE OF ALLEGIANCE**

Led by Chair Foehr

**COMMUNITY FORUM (Public Comments)**

Local real estate agent Max Reinhardt suggested the City purchase property around San Juan Canyon to create an enhanced park space.

**COMMISSIONER ANNOUNCEMENTS / AGENDA AMENDMENTS**

Agenda item 6A was moved after the Community Forum and item 6H followed 6A.

Commissioner Foehr welcomed incoming Parks and Recreation Director Brigitte Shearer. Shearer is currently the General Manager and formerly a board member of the Highlands Recreation District and will begin with Belmont on May 2, 2018.

Commissioner Raddavero announced the Youth Advisory Committee's talent show is April 28, 2018.

Commissioner Michaels complimented the Egg Adventure Hunt and Recreation Coordinator Jeffrey Giacoletto who organized the event.

Commissioner Foehr welcomed new Youth Commissioner Hosmer, who announced the Historical Society is open Wednesdays and Sundays, 1-4pm.

Commissioner Bortoli shared updates from the Senior Advisory Committee including the success of the senior lunch program, updating of bylaws, and revisiting of committee goals.

**CONSENT CALENDAR**

**March 7, 2018 Draft Minutes**

**ACTION:** On a motion by Commissioner Bortoli, seconded by Commissioner Fox, the minutes were unanimously approved.

## **ITEMS OF BUSINESS**

### **Presentation: Community Fun Run**

Mayor Kim introduced the first annual Water Dog Fun Run, which will be held October 13, 2018. The Belmont Chamber of Commerce largely organized the event, with support from the Mayor, Parks and Recreation Department, and Police Department.

Mary Morrissey Parden of the Belmont Chamber of Commerce provided event history and funding information. The event will cost the Chamber of Commerce \$60,000, which they are trying to recover through sponsorships. Proceeds from ticket sales will benefit local education; recipients are to be determined.

Race Director Stephanie Davies (joining on the phone) discussed the race route and fees. NDNU will provide parking and a starting location for the 5K and 10K. There will also be a 1-mile run and Fido run. All routes end in Twin Pines Park.

Commissioner suggestions included incorporating more of Water Dog Lake's trails into the route, marketing to walkers, updating the sponsorship form to invite individual donations, and taking registrations through the Parks and Recreation program registration system. Commissioner Block offered to help select future race routes.

### **Review of Parks and Recreation Department Fees**

Interim Director Schwartz shared that the budget is currently being prepared and will likely have a 2.9% increase for operational expenses.

The commission asked staff to analyze program subsidy allotments.

Interim Director Schwartz will follow up with Commissioner Bortoli regarding the unit of measure for Park in Lieu fees (item 3C) and increases in sports player fees over the last few years.

Commissioner recommendations regarding rental fees included: higher commercial rates, a lower hourly fee for the Cottage, standardized application of setup fees, renting out picnic tables versus whole picnic areas, and benchmarking fees.

Facility reporting was discussed; Office Assistant Clark said more data will be readily available in the future with the transition to facility rentals in ACTIVENet.

Interim Director Schwartz will follow up on Commissioner Fox's request for clarification on the formula for developers to receive a credit for providing open space within the development, usable for active recreational purposes.

### **Fall Tree Planting**

Commissioner Fox reported that the ad hoc committee visited potential sites including Twin Pines Park, Cipriani Dog Park, Hidden Canyon Park, and Hallmark Park. The committee selected Hidden Canyon for this year; other sites will be considered for future years since this will be an ongoing project.

Interim Director Schwartz reported eight trees were planted at Alexander Park by volunteers from the Belmont Rotary, Carlmont Interact Club, and Footsteps Interact Club. Commissioner Mittelstadt announced the Tree Workshop and Give-Away on April 21, 2018.

### **Bike Track**

Commissioner Block shared a list of possible sites for a new bike track including Twin Pines Park, the end of Carlmont Drive, the Sports Complex playground, the triangle between the Sports Complex and Oracle, the top of the fire road at Water Dog Lake, and the Ropes Course. Commissioners suggested adding Hidden Canyon Park, the Oracle parking lot, City-owned land at Hallmark Park, the space across from Wendy's (by Caltrain), Shoreway Drive (where the Chevron station used to be), the piece of land off Ralston before entering Highway 92, and land adjacent to Belmont.

Commissioner Block shared potential criteria for evaluating sites including site size, water access, neighbor opinions, parking, trees, visibility, and other site features. Commissioners suggested making parking a separate category, putting trees and visibility in separate categories, and including field users as neighbors when considering the Sports Complex.

Other suggestions included sharing a map of potential sites and organizing a pop-up bike track for public education.

### **Commission Calendar**

Interim Director Schwartz shared an updated calendar. There were no comments.

### **Parks and Recreation Commission Priorities**

Interim Director Schwartz reported that the Barrett shade structure will be installed soon and the Sports Complex netting installation begins Monday.

Per Commissioner Michael's suggestion, table labels will change to "Projects Under Construction," "Projects in Progress," and "Upcoming Projects."

In response to Commissioner Fox's inquiry about updating park wayfinding signage, Interim Director Schwartz shared that park entrance signs are currently being replaced and City Council is addressing wayfinding signage citywide.

### **Art Commission Recommendation to the City Council**

Interim Director Schwartz announced the committee recommendation that the Parks and Recreation Commission absorb all duties of a potential arts commission will go to City Council on April 24, 2018.

### **Election of Commission Officers**

**VOTE**: Commissioner Foehr nominated Commissioner Mittelstadt as Chair, seconded by Commissioner Bortoli, and unanimously approved by the commission.

**VOTE**: Commissioner Raddavero nominated Commissioner Michaels as Vice Chair, seconded by Commissioner Block. Commissioner Mittelstadt then nominated Commissioner Bortoli as Vice Chair, seconded by Commissioner Foehr. It was agreed that Youth Commissioners' votes would count in the election of Commission officers, although Commissioner Hosmer announced he would abstain, as this was his first meeting. Commissioners Block, Cotton, Michaels, and Raddavero voted for Michaels; Commissioners Bortoli, Foehr, Fox, and Mittelstadt voted for Bortoli. To break the 4 to 4 vote tie, Commissioner Mittelstadt suggested a coin toss, which was won by Commissioner Michaels.

## **OTHER BUSINESS / UPDATES**

### **Department Reports**

In May, the commission will decide to cancel either the July or August meeting.

The deadline for the Request for Proposal for Twin Pines Park Planning, Design and Potential Construction Management Services is April 12, 2018. Commissioners Cotten, Fox, and Mittelstadt volunteered to review submissions.

The partition wall at the Senior & Community Center was replaced.

At the May Parks and Recreation Commission meeting, Public Works will present on a new bike path from Ralston at South Road to the Twin Pines parking lot. Interim Director Schwartz will show commissioners the area in preparation for a discussion of the route, but reminded them not to discuss it among themselves until the meeting.

There was a hillside slippage at Davey Glen Park that appears to have been at least partially caused by a drain blockage. Parks and Recreation is working closely with Public Works to fix this quickly. Concerns should be directed to Interim Director Schwartz or Parks Manager Daniel Ourtiague.

### **Questions & Comments**

Interim Director Schwartz was asked if this was his last Parks and Recreation Commission meeting. He stated that he may attend the May meeting since that will be the new Director's first day.

### **Future Agenda Items**

- Bike path through Twin Pines Park
- Commission liaison appointments
- Winter/Spring program update
- Introducing the new Parks and Recreation Director and new Recreation Supervisor

**ADJOURNMENT: 10:02 PM.**

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Brigitte Shearer  
Parks and Recreation Director